

Subject: Fwd: Utility Vehicle - Maintenance/Golf (list of trainers)

From: "Bill Lopez Jr." <bill.lopez.jr@lacity.org>

Date: 7/22/2021, 1:01 PM

To: Barry Rankins <barry.rankins@lacity.org>, Gildardo Luna <gildardo.luna@lacity.org>, Julio Hernandez <julio.hernandez@lacity.org>, Leopoldo Uribe <leopoldo.uribe@lacity.org>, Anahli Avina <anahli.avina@lacity.org>, Crystal Paz <crystal.paz@lacity.org>, Eduardo Velasco <eduardo.velasco@lacity.org>, Jennifer Casillas <jennifer.casillas@lacity.org>, Kristal Huizar <kristal.huizar@lacity.org>, Sabrina Corral <sabrina.corral@lacity.org>, Todd Wales <todd.wales@lacity.org>, Tony Ruiz <tony.ruiz@lacity.org>, Theodore Clausell <ted.clausell@lacity.org>, Neal Weeks <neal.weeks@lacity.org>, Boris Rivera <boris.rivera@lacity.org>

CC: Robert Buenrostro <robert.buenrostro@lacity.org>

Staff,

We have over a month to get this done. Please do not wait till the last minute. Any staff member required to drive a city vehicle, utility vehicle, personnel carrier needs to be trained by our authorized trainers. All the documentation required to conduct this training is attached. Please move forward. A google calendar reminder has been set by Barry. I added a few more names to the invite. Thank you



----- Forwarded message -----

From: **Raul Leon** <raul.leon@lacity.org>

Date: Tue, Jul 13, 2021 at 3:03 PM

Subject: Fwd: Utility Vehicle - Maintenance/Golf (list of trainers)

To: Bill Lopez Jr. <bill.lopez.jr@lacity.org>, Jose Monge <jose.monge@lacity.org>, Anthony Bagnerise <anthony.bagnerise@lacity.org>, Mark Jackson <mark.jackson@lacity.org>, Jennifer Casillas <jennifer.casillas@lacity.org>, Jessica Nunez <jessica.nunez@lacity.org>, Erica Rodriguez <erica.rodriguez@lacity.org>

Good afternoon,

Please make arrangements to have staff trained according to Joyce's recommendations. Attached are the documents that will be needed to complete the training. The deadline to complete this is 9/1/21. After completing the training make sure proper records are kept for future reference.

Thank you,

----- Forwarded message -----

From: **Joyce Washizaki** <joyce.washizaki@lacity.org>

Date: Wed, Jun 30, 2021 at 11:07 AM

Subject: Utility Vehicle - Maintenance/Golf (list of trainers)

To: Jorge De Loera <jorge.deloera@lacity.org>, Raul Leon <raul.leon@lacity.org>, Wayne Neal <wayne.neal@lacity.org>, Anthony Bagnerise <anthony.bagnerise@lacity.org>, Calvin White <calvin.white@lacity.org>

Cc: RAP Safety <rap.safety@lacity.org>, Javier Solis <javier.solis@lacity.org>, Iraida Echeverria <iraida.echeverria@lacity.org>, Angelica Rojas <angelica.rojas@lacity.org>, Erica Rodriguez <erica.rodriguez@lacity.org>, Jennifer Casillas <jennifer.casillas@lacity.org>, Sidney Wimbish <sidney.wimbish@lacity.org>, Brittany Stafford <brittany.stafford@lacity.org>, Melissa Rivas <melissa.rivas@lacity.org>, Rick Reinschmidt <Rick.Reinschmidt@lacity.org>, Paola Ferrari

<paola.ferrari@lacity.org>

Good afternoon everyone,

The Utility Vehicle (train the trainer) classes have been completed for Maintenance & Golf. Refer to the list for those that have the skill set to train other workers.

As a recommendation, all employees who are driving any type of utility vehicle must be trained by a person that completed the utility vehicle (train the trainer) class. To ensure training is consistent throughout, the following information should be provided to all operators and trained **by 9/1/21 or sooner** to meet the corrective actions on several incidents and near misses that occurred within RAP:

1. Provide memos
 - a. Directive on Driving Vehicles on Park Grass (11/20/19)
 - b. Safe & Appropriate Use of City Vehicles (2/23/21)
2. PPE
 - a. Footwear - substantial footwear, no sandals or tennis shoes.
 - b. Clothing - no loose clothing/jewelry & should wear long pants
 - c. Safety glasses - yes
 - d. Work gloves - yes
 - e. Hard hat - at a golf course, near a golf course or when there's overhead falling items.
 - f. Hearing protection - optional for non-diesel. **Do not use headphones, cell phones, earbuds or other electronic devices that cause distractions while operating a vehicle.**
3. Owner's/Operator Manual - must review and familiar with the subject content before operating the vehicle.
4. Each operator should view the Safety Video, <http://videoshare.toro.com/watch/p5rR9MsNq7eyXjnypAvHVQ?>
5. Conduct Operator Performance Evaluation on each operator and use template for documentation.
 - a. Refer to an example of the driving course setup.
6. Document/Recordkeeping - sign-in sheet and with other supporting documents.

Note: if the operator does not have the adequate skill level to drive the utility vehicle in a safe manner, then additional training shall be provided to that person. Also, all drivers must have a current and valid California driver license (refer to memo from the GM (2/23/21).

If you have any questions or need assistance on training, I can be reached at 213 202-3247 (office) or (cell).

Thank you, Joyce

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Joyce Washizaki, Safety Engineer
City of Los Angeles, Department of Recreation and Parks
Human Resources/Safety
213 202-3247 (office)
213 202-3249 (fax)

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Raul Leon
Principal Grounds Maintenance Supervisor
Department of Recreation and Parks
Pacific Region
Office Phone (310) 548-7433



- [Attachments-83/SCLA39_11721061010270.pdf](#)
- [Attachments-83/SCLA39_11721061010280.pdf](#)
- [Attachments-83/6-17-2021 Utility Vehicle training layout.pdf](#)
- [Attachments-83/Operator Perf Eval - Template.xls](#)
- [Attachments-83/Utility Vehicle - List of Trainers mtce and golf.xls](#)